

**MASSACHUSETTS NATIONAL GUARD  
FULL-TIME MILITARY TOUR (AGR)  
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE  
50 MAPLE STREET  
MILFORD, MA 01757-3604**

**NUMBER: 104-07-11 (AGR) EXPIRES: 22 JAN 07**

**DATED: 12 JAN 07**

**1. ELIGIBILITY:** The following AGR position is available to **all enlisted members with the Massachusetts Air National Guard**. Applications will be accepted at the individual's servicing Military Personnel Flight (MPF) until **1200hrs, 22 January 2007**

<b>Position:</b> Supervisory, Human Resources Specialist	<b>Location:</b> 104 <sup>th</sup> FW 175 Falcon Drive, Westfield, MA 01085
<b>Max Grade:</b> SMSgt <b>Min Grade:</b> MSgt*	<b>AFSC:</b> 3S0X1
<b>Unit POC:</b> Capt David Mendoza, DSN 698-1146 or Comm. (413) 568-9151 ext. 1146	<b>AGR Branch POC:</b> SFC Kimberly Alberico DSN: 256-6785 Comm: (508) 233-6785
<b>Salary:</b> Full-time Military Pay & Allowances	<a href="http://www.mass.gov/guard">www.mass.gov/guard</a>

**MSgt MUST BE IMMEDIATELY PROMOTABLE TO SMSgt**

**2. QUALIFICATIONS:**

**a. Enlisted personnel who do not possess the required AFSC will be considered in the selection board process based on vacancy announcement eligibility requirements. The members must sign an agreement to retrain following procedures outlined in paragraph 3.7. of ANGI 36-101.**

(1) If the applicants grade is SrA (E-4) or below, an awarded 3-skill level in the AFSC is required. Airman of this grade with prior experience may qualify IAW AFI 36-2102, Classifying Military Personnel.

(2) If the applicants grade is SSgt (E-5) or higher, an awarded 5-skill level in the AFSC is required.

(3) Supervisory positions may, at the discretion of the selecting official, require a 7-skill level in the compatible advertised AFSC.

**b. IAW ANGI 36-101 Para 3.6, enlisted members currently serving in AGR status may be selected for a vacant UMDA position without an awarded 3-level in a compatible duty AFSC subject to the following restrictions:**

(1) If the position requires a mandatory training school for the award of the 3-level AFSC, they may be assigned to the new position immediately, but must agree in writing to attend the first available course that would qualify them in the new AFSC.

(2) The member must sign a statement acknowledging understanding of the above conditions prior to assignment to the SPMD position.

**NOTE: Resource for Airmen who currently possess the control grade upon selection will move to the vacant UMDA position. Promotion to SMSgt/CMSgt is pending upon availability of control grade resource**

c. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continuation Military Service. Medical examinations must be conducted not more than 24 months prior to entry into AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; an HIV test must be completed within six months prior to the tour start date.

d. Any member in Phase I of the ANG Weight and Body Fat Management Program (WBFMP) is ineligible for entry into any type of AGR or Statutory Tour IAW ANGI 40-5-2, The Weight and Body Fat Management Program. This does not include Phase II of the WBFMP. Members must meet the weight requirements at the time they are placed on the AGR program.

e. To accept an AGR position, applicant may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on any type of AGR tour IAW ANGI 36-101.

f. To accept an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the UMDA and UMDG for the advertised position. Applicants who are overgrade must indicate in writing a willingness to be administratively reduced in grade if selected to the position.

g. Applicants, if selected, who are not able to complete 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101, Attachment 2.

h. An individual must not have been previously separated for cause from active duty or a previous AGR tour.

i. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different UMDA position, defined as a UMDA position with a different position description number.

j. Members must remain in the position to which initially assigned for a minimum of 12 months.

k. Selection and assignment of this AGR position is contingent on the incumbent's selection and entry on a statutory tour of active duty IAW 10 USC 265.

### **3. APPLICATION PROCEDURES:**

a. Candidates must turn in an NGB Form 34-1 along with an Individual Records Review List (RIP) to the HRO representative at their servicing Military Personnel Flight (MPF). Applications must arrive at the MPF NO LATER THAN NOON (1200 HOURS) ON THE EXPIRATION DATE OF THE BULLETIN. Any applications that arrive at the MPF after 1200 hrs will be returned without action. APPLICATIONS SENT DIRECTLY TO THE HRO WILL BE RETURNED WITHOUT ACTION.

b. MPF will certify that the applicant is/is not eligible in accordance with ANGI 36-101 and forward applications to the HRO to arrive NO LATER THAN THE CLOSE OF BUSINESS THREE WORK DAYS AFTER THE EXPIRATION DATE OF THE BULLETIN. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

**4. JOB DESCRIPTION:**

- Directly supervises and provides technical and administrative supervision to the Personnel Systems, Customer Service, Career Enhancements, Employments, Relocations, and Readiness functions of the MPF. May perform military human resources work in any of these program areas.
- Resolves technical/policy issues presented by program managers. Exercises the full range of supervisory human resources management responsibilities. Assists in the overall management of all military human resources programs. Provides direct support to wing, geographically separated units (GSU), tenant units, all assigned personnel, their dependents, and retired members.
- Administers, plans, and coordinates the activities of personnel assigned to the MPF performing customer service duties in the areas of Personnel Systems, Customer Service, Career Enhancement, Employments, Relocations, and Readiness. Plans and develops policies, procedures, and goals for the effective administration, direction, management, and operation of the function.
- Serves as the MPF Commander's technical advisor for all personnel functions within the military human resources program areas supervised. Keeps supervisor informed of significant issues and problems related to work accomplishment.
- Develops goals and objectives that integrate wing organizational and Military Personnel Flight objectives. Researches, interprets, analyzes and applies Air Force Personnel Center (AFPC), Air Reserve Personnel Center (ARPC), Air Force (AF), and Department of Defense (DOD) guidelines, policies, regulations, etc. Establishes policies and procedures for accomplishment of military human resources programs.
- Supports affirmative action with consideration of equal employment opportunity in all aspects of personnel actions. Keeps employees informed of National Guard Bureau (NGB), state, wing goals, objectives, and policies, and informs management of employee input and concerns.
- Performs other duties as assigned.